



City of Temple City

ADDRESS CHANGE

SUBMITTAL CHECKLIST

ITEMS REQUIRED

This checklist will be used by staff to determine if an application contains the appropriate requirements to begin the application process. All items listed below must be included for all applications. Certain types of application might require additional items, as specified on supplemental application forms. If any items are not included the project will not be accepted for submittal. This checklist does not determine a project complete for purposes of the Permit Streamlining Act.

- Completed *Address Change Application*.
- Applicable Filing Fees.
- Site Plan (from the [Los Angeles County Assessor's Parcel Viewer website](#)) with the existing address of all buildings on the property.

Plans	Letter Size (8.5" x 11")	Tabloid (11" x 17")	Full Size (24" x 36")	Digital
Site Plan (Existing and Proposed)				

9701 LAS TUNAS DRIVE, TEMPLE CITY, CA 91780
T: 626.656.7315 F: 626.285.8192
WWW.TEMPLECITY.US



City of Temple City

ADDRESS CHANGE

APPLICATION – NOT NEW CONSTRUCTION

PROPERTY INFORMATION

Existing Addresses: _____

Proposed Addresses: _____

REASON FOR CHANGE

APPLICANT INFORMATION

Applicant: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Cell / Other Phone: _____ E-mail: _____

Note: Attach additional lists for multiple property owners. If the property owner or applicant is a trust, partnership, corporation or LLC, on a separate sheet, provide a listing of all persons that make-up the trust, partnership, corporation or LLC

APPLICANT CERTIFICATION

I hereby certify that the statements furnished in this application and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief. In addition, I understand that the filing of this application grants the City of Temple City permission to reproduce submitted materials, including but not limited to, plans, exhibits, and photographs, for distribution to staff, Commission, and City Council Members, and other Agencies in order to process the application, and to make those materials available to the public on the City of Temple City’s web site and cable channel, notwithstanding Health & Safety Code § 19851 or any other provision of law. Nothing in this consent, however, shall entitle any person to make use of the intellectual property in plans, exhibits and photographs for any purpose unrelated to the City’s consideration of this application.

Signature: _____ Date: _____

Name (*print or type*): _____ Phone: _____

CONSENT BY PROPERTY OWNER

If applicant is other than property owner, owner must sign consenting to filing. Alternatively the property owner may submit a letter of authorization.

I/We, as the owner(s) of the subject property, consent to the filing of this application. We further consent and hereby authorize City representative(s) to enter upon my property for the purpose of examining and inspecting the property in preparation of any reports and/or required environmental review for the processing of the application(s) being filed. Attach additional sheets if necessary.

Signature(s) Name(s) (please print or type) Date

Note: This application being signed under penalty of perjury and does not require notarization.

FOR OFFICE USE ONLY	
Case Number: _____	Receipt Number: _____
Submittal Date: _____	Approval Date: _____

FOR OFFICE USE ONLY	
Address(es) Recommended by Planning: _____	
Planner's Initials: _____	Recommendation Date: _____
Address(es) Approved by Building: _____	
Building Official Initials: _____	Approval Date: _____